



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

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SUP

1 JUL 2016

AIR STATION ORDER 10340.7H

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PROCURING AVIATION AND GROUND FUELS

Ref: (a) NAVAIR 00-80T-109 (NOTAL)
(b) ASO 5090.7

1. Situation. This Order establishes the proper procedures and requirements for procuring fuel aboard Marine Corps Air Station (MCAS) Cherry Point.
2. Cancellation. ASO 4026.1A, ASO 10340.7G, ASO 10340.12A, and ASO 10345.1H.
3. Mission. To promulgate information and procedures for the proper procurement of aviation and ground fuels aboard Marine Corps Air Station (MCAS) Cherry Point, in order to ensure compliance with established standards.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all personnel are provided with instruction on obtaining aviation and ground fuel services, in support of Installation readiness.

(2) Concept of Operations

(a) The Supply Directorate, Fuels Department is responsible for the inventory, accountability, inspection, quality control, and dispensing of aviation and ground fuels in support of Marine Corps Air Station (MCAS) Cherry Point.

(b) Personnel requiring aviation and ground fuel services are responsible for complying with the instructions and procedures contained in this Order. These procedures are not to be construed to nullify orders from higher commands, or to prevent the exercise of sound judgment and initiative when unforeseen circumstances arise.

(c) Piney Island Bombing Target ((BT)-11) and other customers requiring petroleum products not provided by the Supply Directorate, Fuels Department, must obtain required products through the Contracting Office (Station/Wing Support) via the PR Builder.

b. Subordinate Element Missions

(1) Supply Directorate, Fuels Department

(a) Maintains the primary and secondary automated fuel service stations, Tank Farms Charlie (C) and Alpha (A), respectively, and their fuel

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dispensers. Tank Farm C, located on Curtis Street in the vicinity of the Facilities Directorate, Motor Transport Department, dispenses ground fuel only (i.e., motor vehicle gasoline (MOGAS), diesel, biodiesel, and ethanol blend 85 (E-85)). Tank Farm A, located on the flight line along 6th Avenue between C and D Streets, dispenses ground fuel (MOGAS and diesel) for vehicles operating within the confines of the flight line, and aviation fuel (JP5) for use in tactical vehicles.

(b) Maintains refueling operations at both Tank Farms 24 hours a day, seven days a week.

(c) Issues Vehicle Identification Link (VIL) fuel keys.

(2) Visiting Units. Visiting units requiring ground fuel for government owned or operated vehicles are serviced at Tank Farm C or via Mobile Ground Refueling, while Tank Farm A is used in limited or special situations. Units requiring fuel services aboard the Installation for an extended length of time must contact the Supply Directorate, Fuels Department, Administrative Division at 466-3942/4955, Monday through Friday, 0700-1500, no later than 48 hours prior to arrival, for the issuance of a VIL key for each vehicle. The following information must be provided to the Supply Directorate, Fuels Department, Operation's Chief at 466-3153:

Unit:
 DODAAC: (Billing Number)
 Signal Code:
 Fund Code:
 BOS: (Branch of Service)
 Fuel Type:
 Type of vehicle(s):
 Vehicle Number(s)/Serial Number(s):
 Individual Refueling Amounts Needed:
 Refueling Dates:
 Unit POC: (Full Name, Rank, Phone Number, and Email Address)

Motor vehicle operators must ensure the VIL key is returned to the Supply Directorate, Fuels Department upon completion of their temporary assignment, or at the conclusion of the training exercise.

c. Coordinating Instructions

(1) Aviation Fuel Safety Precautions. Personnel handling aviation fuel must adhere to the following general safety rules:

(a) Check the aircraft for ordnance and hot brakes prior to entering the refueling pits.

(b) Chock and ground the aircraft prior to attaching the pressure nozzle.

(c) Use the painted white lines as a guide for the nose wheel of the aircraft entering the hot refueling pit.

(d) Remove non-essential electronic equipment prior to entering the refueling area.

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(e) Remove loose metal objects (e.g., knives, keys, lighters, or other potentially spark producing objects) prior to entering the refueling area.

(f) Wear approved flame retardant, anti-static, anti-metal clothing and protective gear (e.g., cranial, ear muffs, goggles, gloves, long sleeves, non-sparking safety boots, etc.) at all times within the refueling areas.

(g) Smoking is prohibited in all but designated areas, and open flames are prohibited within 100 feet of fuel operations.

(h) Inspect and replace unserviceable equipment before beginning fuel operations. Inspect and test pressure nozzles under normal operating pressure. Position the type and quantity of fire extinguishers required for use, as prescribed in reference (a).

(i) Ensure grounding connections are clean, unpainted, and in good condition.

(j) Before aircraft fuel handling operations begin, ground equipment.

(k) Do not perform aircraft maintenance during refueling/defueling operations.

(l) Avoid breathing fuel vapors for prolonged periods.

(m) With soap and water, immediately remove fuel that contacts the skin.

(n) Remove any clothing immediately that becomes saturated with fuel.

(o) Immediately use approved absorbent material to clean up fuel spills. Fuel spills must be reported per reference (b).

(p) Cease fuel operations when electrical storms are within five nautical miles of the Installation, as determined by the Meteorological and Oceanographic Center.

(2) Aviation Fuel Services. Aircraft refueling and defueling services are available 24 hours a day, seven days a week, by contacting the Supply Directorate, Fuels Department, Fuel Delivery Division Dispatcher at 466-4070. The only authorized form of payment is an Aviation Into-Plane Reimbursement (AIR) Card or Identaplate. For both hot and cold refueling operations, commanding officers of Marine Air Groups and individual squadrons assigned operational use of one or more refueling points, must provide sufficient line personnel to handle aircraft chocks, tow tractors, and auxiliary power units (if required). Additionally, during hot and cold refueling, one coordinator for each aircraft entering and leaving refueling points, one nozzle operator, and one fire watch must be assigned to each aircraft. Commanding officers must also ensure a pilot is assigned to each aircraft during hot refueling operations, but one is not required during cold refueling. At least one Supply Directorate, Fuels Department, Rapid Jet Operator must be on hand to assist the regular aircraft ground crew during refuels.

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(a) Hot Aircraft Refueling

1. Tactical aircraft must be checked for hot brakes prior to entering the refueling pits. Pilots of cargo and passenger aircraft must verify the brake temperature gauge is showing normal and advise the control tower prior to entering the cargo aircraft refueling area. If the temperature is abnormal, it must be reported to the visiting aircraft line personnel, who must report the other than normal brake temperature reading to the Supply Directorate, Fuels Department, Rapid Jet Operator on duty at the cargo aircraft refueling area.

2. Tactical aircraft with ordnance capable of detonation are not authorized to enter the refueling area. Inert ordnance (e.g., blue bombs, dummy ordnance, etc.) are exempt, but must be pinned prior to entering.

3. Hot refueling is accomplished via the direct fueling system to expedite refueling of aircraft, but is not designed to perform defueling operations.

4. Only one aircraft at a time, per unit, is authorized within their designated refueling station. Waiting aircraft must remain on the taxi way nearest their station, with engines running, and allow sufficient room for the other aircraft to pass.

5. Aircraft are strictly prohibited from shutting down on the taxi way or starting up in a fuel pit.

6. When an aircraft vents fuel while refueling, the operation is immediately halted to address the situation. If an aircraft vents a second time, with an amount significant enough to pose a threat of fire, the Supply Directorate, Fuels Department, Fuels Unit Operator directs an immediate shutdown of the aircraft and the refueling operation.

(b) Cold Aircraft Refueling

1. A maximum of four aircraft can park in each pit provided that tow tractors are readily available for removal of the aircraft. A minimum separation of 50 feet must be maintained between each aircraft.

2. Cold refueling is accomplished via the direct fueling system to expedite the operation, but is not designed to perform defueling operations.

(c) Mobile Aircraft Refueling. Mobile aircraft refueling operations require the Fuels Department, Truck Operator to stand as fire watch, while the squadron's personnel conduct refueling operations.

(d) Aircraft Defueling. Defueling operations are conducted via a Supply Directorate, Fuels Department, Mobile Defueler.

1. Defueling operations require the Supply Directorate, Fuels Department, Truck Operator and two qualified squadron personnel, in order for one to stand as fire watch, and the other to conduct the defueling operation.

2. Per reference (a), units requesting defueling services must provide the Supply Directorate, Fuels Department, with a current list of personnel authorized to request defueling support, and sign defueling request

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documents. The unit requesting defueling services is responsible for updating the authorization list on a quarterly basis.

3. Prior to requesting defueling services, an Aircraft Defueling Certificate for each aircraft must be completed by an authorized squadron representative and submitted to the Supply Directorate, Fuels Department, Operations Chief.

4. When defueling a visiting aircraft, the Energy Sales Slip (Department of Defense (DD) Form 1898) is used in conjunction with an Aircraft Defueling Certificate to ensure the requesting unit can be properly identified for credit.

5. Defueling services are not authorized within the hot pit area.

(3) Ground Fuel Services. Tank Farm C, the primary automated fuel service station, dispenses MOGAS, diesel, bio-diesel, and E-85. Tank Farm A, the secondary automated fuel service station, dispenses aviation and limited types of ground fuels. Both locations are open 24 hours a day, seven days a week, and are operational to personnel authorized a VIL key. Mobile ground refueling services for diesel and MOGAS requirements are available 24 hours a day, seven days a week, by contacting the Supply Directorate, Fuels Department, Fuel Delivery Division Dispatcher at 466-4070. VIL Fuel keys are issued in colors to coincide with the fuel types, and are marked on all dispensers as follows:

| | |
|--------|--------------------|
| Orange | - E-85 |
| Blue | - DS2 (Diesel) |
| Black | - GUR (MOGAS) |
| Green | - BDI (Bio-diesel) |
| Red | - Ground JP5 |

(a) Tank Farm C. The automated fuel service station sentry (gas pump) at Tank Farm C automatically shuts off after the VIL key is inserted, if the vehicle's odometer reading is not entered via the pump's keypad within 30 seconds. The following steps must be taken by the motor vehicle operator to receive fuel from the station at Tank Farm C:

1. Insert the VIL key.
2. Enter the odometer mileage reading within 30 seconds via the keypad, then press enter. The odometer reading is rounded off and entered as a whole number.
3. Enter the pump number you are using via the keypad, then press enter.
4. When refueling is completed, return the nozzle to the pump and remove the VIL key.
5. If a VIL key is lost, immediately notify the Supply Directorate, Fuels Department, at 466-4070.

(b) Mobile Ground Refueling

1. Mobile ground refueling operations require the Supply Directorate, Fuels Department, Refueling Truck Operator to stand as fire watch, while the requesting unit's personnel conduct refueling operations.

2. Before commencing mobile ground fueling, the requesting unit must ensure they have requested and are refueling with the correct fuel type. If necessary, Fuels Department personnel may assist customers in determining the fuel type required.

3. Any unit requesting mobile ground refueling services are required to sign and date a DD Form 1898. Fuels Department personnel annotate the DD Form 1898 with the vehicle/equipment DoD registration number (license plate/serial number), type and amount of fuel, billing account, and print their name in the "Issued By" block. The customer is responsible for ensuring the information annotated on the DD Form 1898 is accurate, and must print and sign their name in the "Received By" block. The requesting unit receives a copy, and a copy is retained by the Supply Directorate, Fuels Department, to ensure correct billing.

4. Visiting units requiring mobile ground refueling must:

a. Contact the Supply Directorate, Fuels Department, Operations Chief, at 466-3153 for scheduling.

b. Provide the information indicated in paragraph 4b(2) of this Order to ensure correct billing.

5. Operations Directorate, Range Development/Vessel Support Division personnel requiring mobile ground refueling services for waterborne vessels at the Navy Boat Dock must:

a. Contact the Supply Directorate, Fuels Department, Operations Chief, at 466-3153 for scheduling.

b. Provide the information indicated in paragraph 4b(2) of this Order to ensure correct billing.

(c) Mobile Ground Defueling

1. Contact the Facilities Directorate, Public Works Department, Work Center 45 (466-7167) to request ground defueling services.

2. Operations Directorate, Range Development/Vessel Support Division personnel requiring defueling services for waterborne vessels at the Navy Boat Dock are to contact the Facilities Directorate, Public Works Department, Work Center 45 (466-7167).

(d) Lawn Mowers and Small Engines. Fuel may only be dispensed into a Department of Transportation (DOT) authorized fuel can, provided by the customer, and must be transported via a government vehicle. Fuels Department personnel ensure that fuel dispensed into DOT authorized fuel cans are billed to the proper unit and DODAAC on a DD Form 1898, and not to the vehicle used to transport the fuel cans. VIL keys are not used for fuel issued in fuel cans.

Customers must ensure that the information annotated on the DD Form 1898 is accurate, then print and sign for their fuel.

(4) Special Requirements. 2d Marine Aircraft Wing squadrons requiring fuel services for a special event or training exercise must provide advance notice to the Supply Directorate, Fuels Officer, at 466-3520/3153 prior to the event or exercise.

(5) Automated Fuel Service Station System Failure. In the event of a system failure, fuel must be issued manually at Tank Farms A or C. Report system failures that occur during normal business hours (0730 to 1630) to the Supply Directorate, Fuels Department, at 466-3942/3153. To report a system failure after normal business hours, contact the Supply Directorate, Fuels Department, Fuel Delivery Division Dispatcher at 466-4070.

5. Administration and Logistics. Questions pertaining to the content of this Order should be directed to the Supply Directorate.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and supported commands, and all other personnel requiring aviation or ground fuel services.

b. Signal. This Order is effective the date signed.



B. MOLL
By direction

DISTRIBUTION: A